



Introduction to MAERS Workshop

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
Jennifer M. Granholm, Governor * Steven E. Chester, Director

February 5, 2009
Gaylord, Michigan

February 10, 2009
Kalamazoo, Michigan




February 12, 2009
Livonia, Michigan

February 19, 2009
Lansing, Michigan

The **Introduction to Michigan Air Emissions Reporting System (MAERS) Workshop** is offered annually to help companies submit their MAERS reports electronically using the MAERS software. **This year's *Introduction to MAERS Workshop* will again feature hands-on computer training!**

Workshop participants will be taken step by step through the MAERS version 2008.0.0 software in an interactive, hands-on format. This workshop has been designed for those with little or no experience using the MAERS software and anyone who may need a review of MAERS basics.

Introduction to MAERS Workshop participants will learn:

-  MAERS software basics, including installation, navigation, and how to download your database.
-  How to complete the electronic forms and submit your report to the DEQ.
-  How to avoid common mistakes encountered when completing and submitting your MAERS report.

Workshop attendees will receive the updated “*MAERS Workbook*” and other guidance materials.

A limited number of computers are available at the Kalamazoo and Lansing sessions, so register early. Space will be available for attendees who wish to bring their own laptops to these locations. For questions about workshop content, contact James Ostrowski at 517-241-8057 or Email at ostrowskij2@michigan.gov.

AGENDA

PRESENTERS

Check-in: 12:30 p.m. Registration and Refreshments

Program: 1:00 p.m. - 4:30 p.m.

- Welcome and Introduction to MAERS
- Changes to MAERS
- Explanation of Important Terms
- MAERS Software Basics
- Form Completion Instructions
- Submitting Your MAERS Report

James Ostrowski & Steve Lachance

Michigan Department
of Environmental Quality



LOCATIONS

REGISTRATION INFORMATION

February 5, 2009

University Center at Gaylord
(in M-TEC Building)
80 Livingston Boulevard
Gaylord, MI 49735
989-705-3700

<http://mtec.kirtland.edu>

February 10, 2009

M-TEC at Kalamazoo Community
College
7107 Elm Valley Drive
Kalamazoo, MI 49003-4070
269-353-1285

www.kvcc.edu

February 12, 2009

VisTaTech at Schoolcraft College
18600 Haggerty Road
Livonia, MI 48152-2696

www.schoolcraft.edu

February 19, 2009

Lansing Community College
West Campus
5708 Cornerstone Drive
Lansing, MI 48917
517-483-9300

www.lcc.edu

For maps and directions, go to
www.michigan.gov/deqworkshops and
select "Upcoming DEQ Workshops."

COST:

\$75 per person
Includes refreshments and workshop materials

REGISTRATION:

Register and pay on-line at www.michigan.gov/deqworkshops
OR

Complete this form and mail with a check to:

**Michigan Department of Environmental Quality
Cashier's Office-ESSD Registrar
P.O. Box 30657
Lansing, MI 48909-8157**

NOTE: Make checks payable to the **State of Michigan**.
Keep a copy of the registration form for your records.

CANCELLATION POLICY: If you do not cancel by 5:00 p.m.
four business days before the workshop, you are responsible for
the registration fee.

OTHER REGISTRATION INFORMATION: Contact the
Environmental Assistance Center at 800-662-9278

MAERS 2009 Workshop

**Please check the workshop
you will be attending:**

- ☐ February 5, 2009
Gaylord, MI
- ☐ February 10, 2009
Kalamazoo, MI
- ☐ February 12, 2009
Livonia, MI
- ☐ February 19, 2009
Lansing, MI

For mobility, visual, hearing,
dietary, or other assistance,
contact Mary Goodhall at
517-241-7968.

Name: _____

(Please print or type)

Company Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Daytime Phone: () _____

Email Address: _____

Confirmations will be sent 1 week prior to the workshop only to those providing an Email address.

☐ Please check here if you would like to be notified of future training via Email.

If you need directions and are unable to access the Internet, contact the Registrar at 800-662-9278.



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Michigan Department of Environmental Quality

